

6-2599

No Change In Class. ☐

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Class. Changed To: TS S **(C)**

Auth: HN 70-2

Date: **30/11/78** By: **051**

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Centralization of Office of Research and Reports
and Office of Current Intelligence Graphic
Facilities

1. In order to achieve the maximum productivity from the present DD/I graphic facilities, namely, the Graphics Branch, Cartography Division, ORR and the Technical Branch, Presentations Division, OGI, it is proposed in Tab A to merge these two facilities into one organization component within OGI naming it the Graphics Branch, Presentations Division, OGI. This proposed merger has been agreed to by the AD/GI, AD/ORR, and the DBI.

2. The proposed Graphics Branch, OGI will be responsible for providing graphic support in the form of visual aids to the DD/I Area, the NSC and the White House as well as providing graphic presentations and displays. It is of interest to note that an average of 65 hours per week are currently expended in scheduled briefings which generate priority graphics workload necessitating overtime work in order that production deadlines be met. It has been estimated that approximately 1000 hours of overtime were expended during the past twelve month period. It is felt that the merger of the ORR and OGI graphic facilities and the creation of a two shift operation will at least balance if not negate the present overtime requirement with no increase in total personnel assigned and will provide for more efficient utilization of personnel and broader and increased graphic support in the DD/I Area thru more effective control of production effort.

3. The Assistant Director for Personnel concurs in the subject proposal with revisions to the staffing pattern proposed as outlined in Tab B and concurred in by the Office of the DD/I.

4. The Comptroller has noted that the proposed merger will be accomplished within present ceiling and fund allocation to the DD/I Area. (See Tab C)

5. Approval of the following actions is recommended:

- a. Deletion of position No. H380 from the OGI T/O.
- b. Dissolution of the Graphics Branch, Cartography Division, ORR.

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c. Deletion of positions No. F943, F944, F945, F945.01, F946 and F946.01 from the ORR T/O.

d. Transfer of six ceiling slots from ORR to OGI.

e. Change title of the present "Technical Branch", OGI to the "Graphics Branch", OGI.

f. Creation of six additional T/O positions in the Graphics Branch, OGI making a total of thirteen T/O positions as listed in Tab H.

6. It is further recommended that the appropriate DD/I, ORR and OGI directives be amended to reflect the changes in organization, mission and function resulting from this centralization of graphic facilities to service the DD/I Area.

SIGNED


Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of IAD/P
- Tab C - Concurrence of Budget Div.

APPROVED:

Date:

NOV 18 1954

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L. K. WHITE
Deputy Director
(Administration)

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